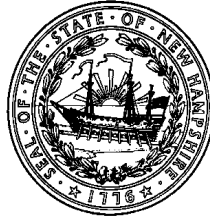


ATTORNEY GENERAL
STATE OF NEW HAMPSHIRE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

KELLY A. AYOTTE
ATTORNEY GENERAL

DEPUTY ATTORNEY GENERAL



Request For Proposal

To: Eligible Police and Sheriff's Departments

From: Kelly A. Ayotte, Attorney General

Date: July 30, 2004

Re: Request for Proposal (RFP) for NIBRS compliant Records Management Systems

I am pleased to announce the availability of funding, under the Local Law Enforcement Block Grant (LLEBG) federal grant program, for the purpose of expanding the reporting of National Incident Based Reporting System (NIBRS) data to the New Hampshire State Police. This RFP will support the purchasing of a basic NIBRS complaint Records Management System or the purchase of MapPoint 2004 software and the Information Management Corporation (IMC) Data Dictionary Files (DDF) files as described in the attached Justiceworks GRID-Stats tutorial document.

If you are interested in pursuing a grant for one of these items, you should be aware of the following:

First, these grants are only available to local units of Government. In other words, the grant funds will have to be received by a local unit of government (i.e. town, city or county), **not** the police department directly.

Second, LLEBG grant funds, of the same fiscal year, cannot be subgranted to local units of government who received a direct FFY 2003 or FFY 2004 LLEBG award from the U.S. Department of Justice or who received a previous 2003 or 2004 LLEBG sub-grant from the N.H. Department of Justice. A list of ineligible jurisdictions has been attached to this RFP.

Third, submitted proposals **must** be developed with the input of an advisory board, consisting of a law enforcement official, a prosecutor, a court representative, a school official, and a non-profit representative in the area of crime prevention or drug-use prevention, that have a stake in the project's outcome. Fourth, it must include a cash match of ten percent (10%) of the total grant award requested (The total grant award consists of the

federal amount requested, plus your required match amount). In order to calculate your match, divide the federal dollar amount requested by 9. For example: A request for \$10,000 in federal funds will require a match of \$1,111.11 (please round up). The composition of the advisory board **must** be clearly described in the application, as this is a federal requirement.

Award recipients of Records Management System grants must use their funds to purchase and install a Records Management System capable of reporting NIBRS prior to the end of their grant. In this instance, 'capable of reporting NIBRS' means both a software package and vendor that have proven themselves capable of successfully reporting NIBRS in New Hampshire and of having those submissions accepted by both the State and FBI as being in compliance with NIBRS reporting guidelines. This information may be obtained from Ms. Karen Lamb, in the State Police UCR unit. All award recipients must then begin reporting NIBRS data prior to the expiration of their grant. Additionally, a small amount of computer hardware may be requested to directly support the Records Management System software being requested.

The priority of funding for this RFP will be to those full time agencies that are currently not capable of reporting NIBRS data, followed by those agencies wishing to purchase software related to the GRID-Stats report or to expand the capability of their records management software, from a single user to a multi user platform, for example. This request for proposal is intended to promote the expansion of NIBRS reporting in New Hampshire, so that law enforcement managers and elected officials have greater access to crime statistics. Request for systems or modules that do not directly impact NIBRS reporting will be given a much lower funding priority. Furthermore, items such as imaging modules, cameras, and scanners will, generally, not be funded absent an extremely compelling argument to the contrary.

The deadline for this RFP will be **December 1, 2004**. Grant applications will be reviewed and decided upon by January 3, 2004, with grant awards expected to be released to successful agencies by mid February. Applications may be conditionally accepted from those agencies that are required to gather town body approval prior to accepting an award. In those cases, jurisdictions must thoroughly explain steps being taken to gain that approval. It should be noted that there is approximately \$150,000 available statewide to fund this RFP.

Application forms are available for download from our website at:

<http://doj.nh.gov/grants/applications.html>

Please feel free to contact Tim Brackett, of the Grants Management Unit, at (603) 271-8090 or timothy.brackett@doj.nh.gov, with any questions you may have regarding this process. Thank you.

KAA/teb
Attachment

INELIGIBLE JURISDICTIONS FOR FFY 2004 LLEBG FUNDING
(NH DEPARTMENT OF JUSTICE RFP PROCESS)

Concord, Manchester, Nashua, Portsmouth, and Rochester

The Following Jurisdictions may be eligible for funding and should contact the NH Department of Justice for more information:

Claremont, Derry, Dover, Hampton, Hudson, Keene, Laconia, Milford, and Salem.